

How to prepare investigation request
data
(requested to an upstream manufacturer
from the supplier)

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Panasonic Corporation
Quality & Environment
Division

How to prepare investigation request data

- (1) Start up the chemSHERPA-AI Tool and check [Information on requester On/Off].
- (2) Input the Reference number, Request date and Reply deadline.
(Reference number: An arbitrary number for management at your company)
- (3) Check the Area field when inputting in law observance determination information screen.
(In principle, law observance determination information is not required for responses to Panasonic Group.)

The screenshot displays the 'Requester' and 'Product/Component' sections of the chemSHERPA-AI Tool interface. The 'Requester' section is divided into two panes: 'English' and 'Local'. The 'English' pane contains fields for Reference number, Preparation Date, Authorization Date, Item, Company name, Name of contact, Comment, and Authorizer name. The 'Local' pane contains fields for Reference number, Request date, Reply deadline, Remarks, Item, Company name, Requester Name, and Requester Comment. The 'Area' field is located at the bottom of the 'Requester' section. The 'Product/Component' section is located below the 'Requester' section and contains a table with columns for Product name, Product number, Product name, Product number, Manufacturer name, Mass, Unit of mass, Product series name, and Reporting unit. The 'Product number' column is highlighted in orange. The 'Area' field is highlighted with a red box and labeled (3). The 'Information on requester On/Off' checkbox is highlighted with a red box and labeled (1). The 'Reference number', 'Request date', and 'Reply deadline' fields are highlighted with a red box and labeled (2).

Requester		Product	
Product name	Product number	Product name	Product number

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- (4) Select [Company] ⇒ [Enter] ⇒ [Requester].
- (5) Requester information input screen will appear. Input the required information.
- (6) Input the requester information and click [OK].

“Register template” is possible.
When registered, inputting can be omitted from the next time by selecting “Import template.”

When company title and so forth are not set up in alphabetical notation,
1) Roman letter description if it is in Japanese
[E.g.]日本化学電気工業株式会社
→ NIPPONKAGAKUDENKIKOUGYOU CO., LTD. or
NIPPONKAGAKUDENKIKOUGYOU KABUSHIKIKAISHA
2) Pinyin description if it is in Chinese
[E.g.]上海化学电业有限公司
→ SHANGHAIHUAXUEDIANYE YOUXIANGONGSI

Input is required for fields marked with * (only English fields are required and Local optional).

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- (7) Input the product name and number for investigation request and input check.
- (8) Click [Output (Request)].
- (9) Click [OK].
- (10) Save the SHAI file at an arbitrary location.
- (11) Transmit this SHAI file to an upstream manufacturer and execute investigation request.

The screenshot displays the 'Data entry support tool for the chemSHERPA-AI' interface. The 'General' tab is active, showing fields for 'Issuer/Authorizer' and 'Requester'. The 'Requester' section includes fields for 'Reference number' (012345), 'Request date' (2017-04-20), and 'Reply deadline' (2017-05-20). Below these is a table for 'Product/Component' with columns for 'Product name' and 'Product number'. Two rows are selected and highlighted in red: row 1 with 'ABC' and 'abc-001', and row 2 with 'CDE' and 'cde-123'. A red box labeled '(7)' is around these entries. A red arrow points from this box to a 'Save As' dialog box. The dialog shows a file list with columns for 'Name', 'Date modified', 'Type', and 'Size'. The file name is 'SHAI_ABC000123_20170106191830.shai' and the save type is '*.shai'. A red box labeled '(10)' is around the dialog. A 'Warning' dialog box is also present, asking 'Are you sure to save the data in the request file? There remain products/components that are not selected. Are you sure to export the data? (2 rows out of 5 rows are selected.)'. A red box labeled '(9)' is around the 'OK' button. A red arrow points from the 'Warning' dialog to the 'Output (Request)' button in the main interface, which is also highlighted with a red box labeled '(8)'. The 'Output (Authorization)' button is also visible.

	Product name	Product number
1	ABC	abc-001
2	CDE	cde-123
3		
4		
5		

This section is now complete.